

RECORDS DISASTER RESPONSE PLAN

Institution/Organization: Daughters of Charity Provincial Archives

Date of Current Revision: October 8, 2020

This *Template* was developed using the following sources:

California Preservation Program. *Disaster Plan Template, 2005.*
<http://calpreservation.org/disasters/index.html>

Council of Superior Court Clerks of Georgia, *Disaster Preparedness and Recovery Plan, 2008.*

Fortson, Judith. *Disaster Planning and Recovery: A How-To-Do-It Manual for Librarians and Archivists.* New York: Neal-Schuman, 1992.

Jones, Virginia A. and Kris E. Keyes. *Emergency Management for Records and Information Programs.* Prairie Village, KS: ARMA, 2001.



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TABLE OF CONTENTS

SECTION	PAGE
INTRODUCTION	3
Purpose, Scope and Authorization	3
Locations Where This Plan is on File	3
COMMUNICATIONS AND CONTACTS	4
Immediate Response Phone Tree	4
In-House Emergency Team	7
Other Emergency Contacts	10
PLANNING	
Emergency Supplies and Equipment	14
Risk Assessment	19
Locations of Backups of Essential Records	20
Off-Site Triage Space	23
Emergency History	24
SALVAGE AND RECOVERY	25
Disaster Re-entry	25
Damage Assessment Checklist	27
Disaster Procedures	28
Recovery and Salvage – Extensive Damage	29
Pack Out Instructions	30
Salvage of Water Damaged Materials	31
Responding to a Mold Outbreak	34
Salvage Glossary	35

INTRODUCTION

Address: 341 S. Seton Ave., Emmitsburg, MD, 21727

Description /Scope of Plan: Emergency Preparedness Plan for Archives of Daughters of Charity Ministries, Inc.

Locations Where This Plan is on File:

- Archives Copy Room
- Processing Room – Top Left Shelf
- Command Center

Authority:

This plan was developed and approved under the authority of:

Name	Title	Date
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This plan should be reviewed and updated every two years.

COMMUNICATION

The Provincial Archives have adopted this Emergency Program Communication Plan and the entailed procedures that will be followed before, during and after an emergency or disaster.

The Archives Emergency Program Communication Plan is an integral part of the Emergency and Disaster Plan that enables the Provincial Archives and all other activities conducted on the same site to endure an emergency or a disaster, to maintain a level of service and stewardship for people and property in need of care and protection, and to recover rapidly so as to bring all services back to pre-emergency levels as soon as possible.

The specifics of any particular emergency will dictate the response to it; the Emergency Program Communication Plan may be fully or only partially implemented and may change as a situation evolves. Furthermore, the scale of the emergency and its corresponding response may require assistance from additional County, State and Federal agencies, whose involvement may supersede on-site authority and procedures.

The Provincial Archivist will appoint an Information Officer. During an emergency, the Information Officer is responsible to the Incident Commander. In addition to specific assigned tasks, the Information Officer will provide information, other than operational instructions and information, about the emergency to internal audiences including Sisters, residents, retreatants, visitors, docents and associates and to external audiences such as the media, family members and the general public.

The Information Officer will be the sole source of such information and no other persons are to provide information about the emergency other than, when requested, the information to family members of residents who may be concerned about the impact of the emergency. This information will be provided to the Executive Director for St. Joseph's Place.

In the event of an emergency, information requests may be received from outside sources, including newspapers, TV stations, other media sources, private individuals and others. All such requests will be directed to the Provincial Archivist who will, after taking any necessary advice, will decide how to respond. Such media requests may be passed directly to the Information Officer appointed by the Provincial Archivist or to other authorized staff within the Provincial organization.

Emergency Phone Trees

The Provincial Archivist maintains and distributes to relevant departments the Campus Emergency Phone Tree Archives Response. This contains contact information for those employees who will immediately respond to an emergency in Archives.

The Safety Manager maintains and distributes to all departments the Emergency Phone Tree Campus Wide. This contains contact information for all members of the Emergency Team and for other staff members and key locations on campus. The contact information includes name, cell phone, home phone, office extension and direct dial number. The Phone Tree is to be activated when an emergency occurs Monday through Friday after 5 pm and before 8 am, or when an emergency occurs on Saturday or Sunday. It also serves as a communication tool for use at other times.

The Provincial Archivist maintains the department phone list. Hard copies are kept in Archives and in the Emergency Contacts Binder in the Command Center on Terrace D Wing.

The Provincial Archivist maintains the list and contact details for Sisters and support staff based at other locations.

The Plant Manager, Daughters of Charity Facilities, maintains the Facilities Department Phone List. Hard copies are kept in the Plant Office and in the Emergency Contacts Binder in the Command Center on Terrace D Wing.

Detailed information is maintained on all staff by the Human Resources Department located on campus.

The Human Resources contact for Daughters of Charity is Beth Gilbert, extension 8020, office 301-447-8020, cell phone 240-818-5600, beth.gilbert@doc.org.

Departmental managers keep lists showing the names and contact information of staff within their departments. Contact information for departmental managers is included in the Emergency Phone Tree Campus Wide.

Other sources of immediate assistance may be available to the Archives during an emergency. These other sources include nursing staff of St. Joseph's Place, staff from other activities on campus such as Seton Heritage Ministries, Daughters of Charity Ministries, the Seton Center and Mother Seton School. In an emergency, volunteers from these areas may be directed by the Incident Commander to assist in the emergency activities. Also, the Daughters of Charity who live on campus may also be available to assist during an emergency. Contact information for these possible volunteers is maintained by the individual departments.

To ensure staff are adequately informed throughout the course of emergency response activities, updates and general information will be provided to staff through briefings and by the methods of communication listed below. This flow of information regarding the incident will continue throughout the emergency until the all clear signal is given.

- Facility wide overhead paging system
- Walkie-talkie radios

- Telephone system- the facility has over 450 land line Panasonic phones, supported internally by technical staff and externally by CSI Telecommunications Inc, 636-534-6600, and 314-220-2526.
- The telephone uses Verizon – 800-440-8000
- Cell phones – directors and managers have cell phones; a further 10 cell phones are kept in the telecommunications department for use in case the land lines are not available. Also, if the land lines are not available, the separate systems in other buildings on the extended campus may be used – Seton Center, Mother Seton School.
- Email; WIFI is available throughout the campus, supported internally by technical IT staff
- Text messages
- Telephone broadcast
- Messages delivered by individuals designated by the Incident Commander

IMMEDIATE RESPONSE PHONE TREE

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

MAKE THE FOLLOWING PHONE CALLS in the order shown, based on the type of emergency.

1st PRIORITY CALLS TYPE OF EMERGENCY	WHOM TO CALL
Fire	Fire Department 911 or 301-447-2728
People Hurt	Police 911
Water / Electrical Emergency	Town of Emmitsburg 301-600-6300 or 301-447-1987
2nd PRIORITY CALLS TYPE OF EMERGENCY	WHOM TO CALL
Building or Equipment Damaged	Physical Plant 240-818-2571
Records Damaged	Scott Keefer 6067 or 240-549-3717
Computer Equipment Damaged	Dan Keller 314-561-4648
3rd PRIORITY CALL ALL EMERGENCIES	Ken Vaughan 5938 or 410-241-5066
All emergencies <i>during working hours</i>	George Brenton 7198 or 240-818-1260
All emergencies <i>after working hours</i>	Physical Plant 240-818-2571

IN-HOUSE EMERGENCY TEAM

Archives: Emergency and Disaster Planning, Response and Recovery Team

**NIMS-Conforming Roles in Emergency and Disaster Planning and Response
Personnel and Back-up for Designated Positions with Areas of Responsibility**

As a matter of vital ongoing priority, the designated Campus Coordinator and Sister Servants will be informed and updated.

Other directors, managers, associates and specialists will be involved as required.

The Archives Emergency and Disaster Planning Team comprises:

Scott Keefer
George Brenton
Todd Walling
Dennis Doherty
Ken Vaughan
Dan Keller

The team will include other representatives and specialists as required

Their areas of responsibilities are shown below. The involvement of these individual in any particular incident will depend on the circumstances. For example, in minor incidents the Incident Commander (person in charge) will be the maintenance engineer on duty.

	Position	Major Planning Responsibilities	In-Emergency Responsibilities
Scott Keefer	Incident Commander (Person in Charge)	Be qualified. Takes part in all planning activities.	Has overall responsibility at the incident or event
	Admin/Cost Chief	Establish plans for financial management	Monitors costs, provides admin support, compensation

George Brenton	Operations Chief	Develop and manage the response team	Conducts tactical operations, directs resources
	Deputy Incident Commander	Be qualified. Takes part in all planning activities.	When designated, has overall responsibility at the incident or event
	Logistics Chief	Maintain essential supplies, personnel, equipment, provide communication resources.	Maintain essential supplies, personnel, equipment, provide communication resources.
Dennis Doherty Todd Walling	Deputy Operations Chief	Develop and manage the response team: Utilities and servicing; Electricity and water; Fire detection and suppression, HVAC, Plumbing, locks, Housekeeping, Pest control	Conducts tactical operations, directs resources
Dan Keller	Information Technology Officer	Provide and maintain IT resources	Provide and maintain essential IT resources and equipment for internal and external communications and security of records
Scott Keefer designee	Information Officer	Ensure a compatible effective Crisis Communications Plan is in place	Conduit to internal and external stakeholders seeking information about the event
Ken Vaughan	Planning Chief	Emergency planning, drills, prepares Incident Action Plans	Collects information, maintains records
	Safety Officer	Ensure a compatible Safety and Security Plan is in place	Monitors safety conditions, assures safety of assigned personnel
	Liaison Officer	Establish contacts with all supporting agencies	Primary contact for supporting agencies assisting at event

OTHER STAFF CONTACTS

NAME	TITLE	PHONE
Tom Beck	Chief Financial Officer	314-561-4601
Belinda Davis	Communications Director	314-561-4616
Nik Henle	Processing Archivist	301-447-7118
Selin James	Digital Archivist	301-447-7166
Sister Katie Norris	Visitatrix	301-561-4627
Bonnie Weatherly	Archives Manager	301-447-6041
Mary Anne Weatherly	Archivist I	301-447-7167
Ken Vaughan	Director of Safety	301-447-5938

OTHER EMERGENCY CONTACTS**PUBLIC OFFICIALS**

POSITION	NAME	PHONE NUMBER
Emmitsburg Town Office		301-600-6300
County Emergency Management Division	Jack Markey	301-600-6813
County Public Health Preparedness	Todd Johnson Allison Koehler	301-600-6052
Frederick County Fire Marshal		301-600-1029 301-600-0311
Frederick County Local Emergency Planning Committee (LEPC)	Allison Koehler	301-600-6052

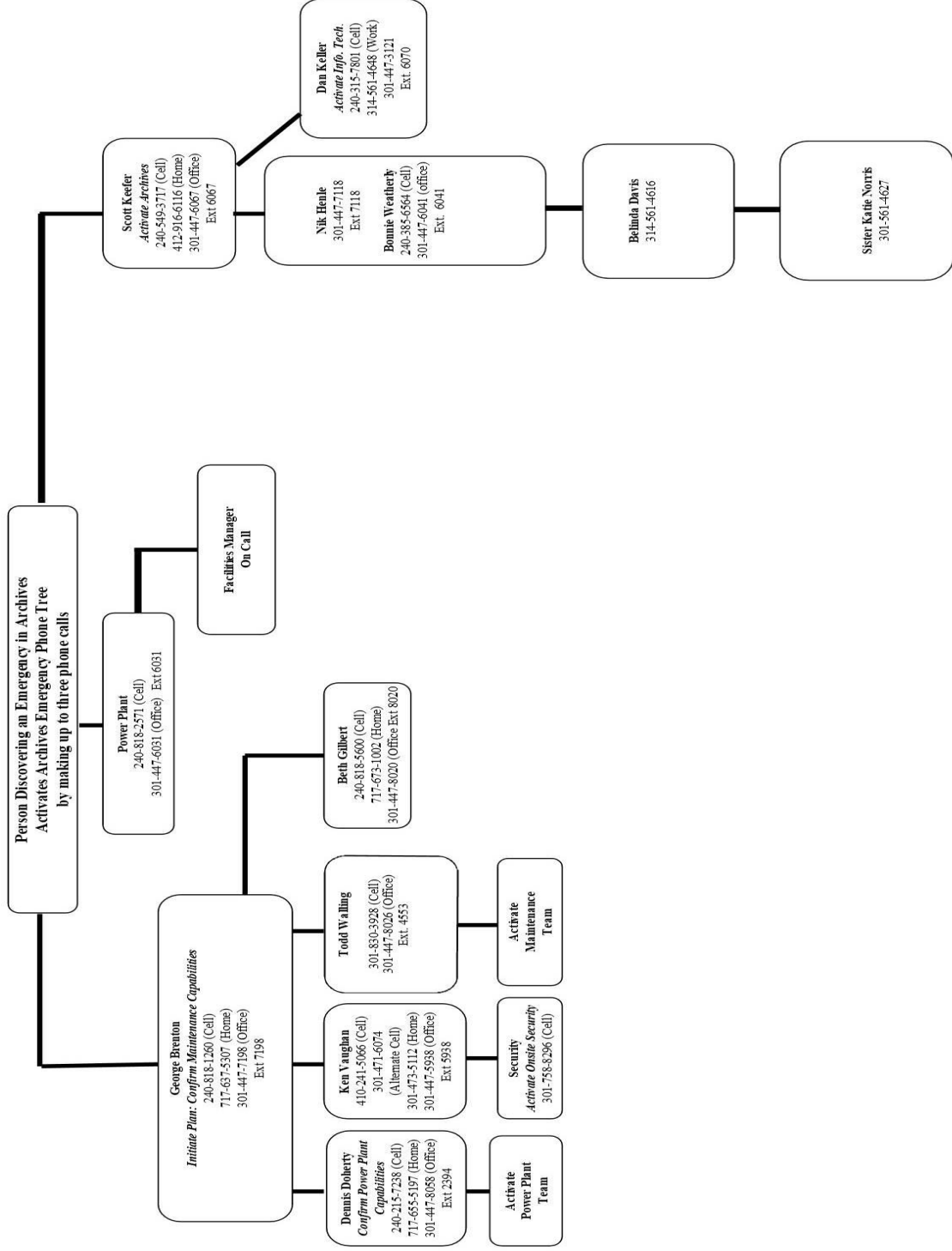
FIRST RESPONDERS

SERVICE/POSITION	NAME	PHONE NUMBER
Nearest Police Station		301-694-1603
Nearest Fire Station		301-447-2728
Sheriff		301-600-1046
Maryland State Patrol Post	Lt. Wayne Wachsmuth	301-600-4150
FEMA Regional Office	Valerie Benson	301-447-7576
Frederick County Fire/Rescue	Thomas Coe Director/Fire Chief	301-600-9002

Emmitsburg Resident Sheriff Deputies	DFC. Ben Whitehouse	301-600-1046 301-600-6404
Maryland Wild Life		410-260-8888

INSURANCE

SERVICE/POSITION	NAME	COMPANY/ORG	PHONE NUMBER
Risk Management	Jim Erbar	Human Resources Director	314-561-4609 or 314-452-8741
Insurance	Shannon Geier	Coordinator of Risk Management Operations and Insurance	317-733-8711
Legal Counsel	Katie Miller	Hall, Render, Killian, Heath & Lyman	301-317-977 x1404



This Phone Tree is to be activated when an Archives emergency occurs

RECOVERY SPECIALISTS

SERVICE/POSITION	COMPANY/ORG	PHONE NUMBER
Conservation or Preservation	Conservation Center for Art & Historic Artifacts	215-545-0613 or 215-207-0997
Art Conservation	Art Care Associates	301-845-1010
Document Recovery Services	Secure Data Recovery	1-800-388-1266
Local Freezer Space	United States Cold Storage	856-354-8181
Trucking/Transport	Fry & Wagner	1-800-394-0049
Shelving Units	Mike Thumma, StorageLogic	410-472-0824 or 410-960-2163

OTHER CONTACTS

SERVICE/POSITION	NAME	PHONE NUMBER
State Archives	Maryland State Archives	410-260-6487
Regional Archival Organization.	Mid-Atlantic Regional Archives Conference (MARAC)	717-713-9973
NARA Regional Office	National Archives at College Park	301-837-2000
WellSpan Gettysburg Hospital	George Steckert, Safety Officer	717-339-3350
Frederick Regional Health System/Frederick Hospital	Melissa Pawlus, Emergency Preparedness Coordinator	240-566-3028

PLANNING

EMERGENCY SUPPLIES

Basic response supplies should be immediately accessible. Identify whether item is kept onsite, or list the offsite source. Supply stockpiles should be inventoried and any missing or used items replaced at least annually.

<u>ITEM</u>	<u>LOCATION</u>	<u>QUANTITY</u>
<u>Safety</u>		
Aprons/Lab Coats/Smocks	Processing Room, first bottom cabinet on left	1 pack
Caution Tape	Processing Room, second right bottom cabinet	1 roll
First Aid Kits	Archives Copy Room, upper left cabinet;	1
	Processing Room, second right bottom cabinet	1
Flashlights	Processing Room, second right bottom cabinet	2
	Copy room, cabinet next to copier	1
Gloves - Latex	Archives Copy Room, 1 st bottom cabinet on right	1 box
Gloves - Nitrile	Processing Room, second right bottom cabinet	1 box
Goggles (safety glasses)	Processing Room, second right bottom cabinet	2
Hand Sanitizer	Processing Room, second right bottom cabinet	1
Hard Hats	Processing Room,	2

Respirators, Dust & Mist (N95)	Archives Processing Room	[To be purchased after COVID-19 crisis]
<u>General Supplies</u>		
Battery Powered or Hand Crank Radio	Bonnie's Office	1
Batteries	Copy room, cabinet next to copier Processing room, second right bottom cabinet	1 pack 1 pack
Camera/Video camera	Archives Conference Room	2
Clipboards	[Need to be purchased]	
Extension Cords, grounded	Processing Room, second right bottom cabinet Conference Room, Cabinets	3 2
Labels, Adhesive	Mary Anne's Office & Processing Room, 2 nd cabinet from right on bottom	
Markers, Permanent	Archives Copy Room, middle upper cabinet & Processing Room, 2 nd cabinet from right on bottom	
Notepaper	Archives Copy Room, bottom left cabinet	
Pens, Pencils	Archives Copy Room, middle upper cabinet	
Plastic Sheeting	Processing Room Upper shelf on Right	1 box full
Tarps	Processing Room Upper shelf on Right	1 box full
Water, distilled	[Need to be purchased]	
Mold Test Kits	[Need to be purchased]	

Silverfish/Insect Traps	[Need to be purchased]	
<u>Cleanup</u>		
Brooms	Broom and Hat Closet & Processing Room	2
Brushes	Processing Room under sink	2
Buckets	Crate Room	2
Disinfectant	Processing Room Under Sink	
Dust Pans	Processing Room Under Sink	1
	Broom and Hat Closet	2
Garbage Bags	Processing Room, 3 rd bottom cabinet from right	
Garbage Cans	All staff offices	
	Supply Room (Downstairs)	1
	Supply Room (Upstairs)	1
Mops	Crate Room	2
Rags	Processing Room, 4 th bottom shelf from right	
	Copy Room	
Sponges	Processing Room, second right bottom cabinet	2 packs
<u>Packing and Transporting</u>		
Book trucks/hand trucks/carts	Repository	
Boxes, cardboard	Repository	
Boxes or crates, plastic	Supply Room Downstairs	1 [Need more]
Duct Tape	Supply Room (Downstairs); Bottom of shelving unit on right	

Packing Tape & Dispensers	Processing Room 2 nd cabinet from right on bottom	
Paper, Freezer or Waxed	Supply room (downstairs); Bottom of center shelving unit	1
Trays, Plastic (bread)	[Need to be purchased]	
Tubs, Plastic	Supply Room (downstairs)	1
DRYING SUPPLIES		
Clothesline (30 lb, monofilament or nylon)	Supply Room (downstairs); Bottom of shelving unit on right	
Clothes pins, plastic	Copy room, cabinet next to copier	Pack of 40
Fans	Crate Room	2
Paper, Blotting	Processing Room, 2 nd bottom cabinet from right	
Paper, Freezer	[Need to be purchased]	
Paper, Silicone Release/Waxed	[Need to be purchased]	
Paper, Scrap	Archives Copy Room, 1 st bottom cabinet on left	
Paper Towels	Processing Room, 2 nd bottom cabinet from right	
Polyester, (Mylar or Melinex)	Processing Room, bottom multiple shelves	
<u>TOOLS AND EQUIPMENT</u>		
Crowbar	Crate room	
Emergency Lights	[Need to be purchased]	

Ladders	Supply room (downstairs)	1
	Supply room (Upstairs)	1
Lights, shop	[Need to be purchased]	
Toolbox	Processing Room, 2 nd lower cabinet from right	1
	Archives Copy Room, bottom cabinet on right	1

RISK ASSESSMENT

Identify and list the threats that your facility is most likely to face. Investigate the history of your facility, your area, and other similar areas and organizations. The types of risks to consider include environmental, technological, industrial, as well as human threats. Keep track of national, regional, and local security and disaster related updates and warnings for more immediate assessments of risks facing your organization. Consider and rank the likelihood of each potential disaster listed below, and plan for each individual scenario.

5= Strong Probability/ has occurred before

4= Probable

3=Possible

2=Remote possibility

1-Very unlikely

Potential Disaster	Risk Level
Blizzard/Ice Storm	3
Bomb Threat	2
Chemical/Hazardous Waste Spill-Inside Building	1
Chemical/Hazardous Waste Spill-Outside Building	1
Earthquake Damage	1
Fire-Entire Building	2
Fire-Document Storage Room (Total Destruction)	2
Flooding –Natural causes	2
Flood due to plumbing or building failure	2
Hurricane	2
Mold Outbreak	4
Pandemic Flu	3
Pest Infestation	3
Power Outage	3
Security Threat-Building Not Accessible	2
Terrorism	1
Tornado	2
Transportation Accident	1
Vandalism	1

ESSENTIAL/VITAL RECORDS SALVAGE PRIORITIES



In the event of disaster, the following records should take the most immediate priority and highest application of resources should there be extensive damage. Other priorities may be set as needed. They are marked with green stickers.

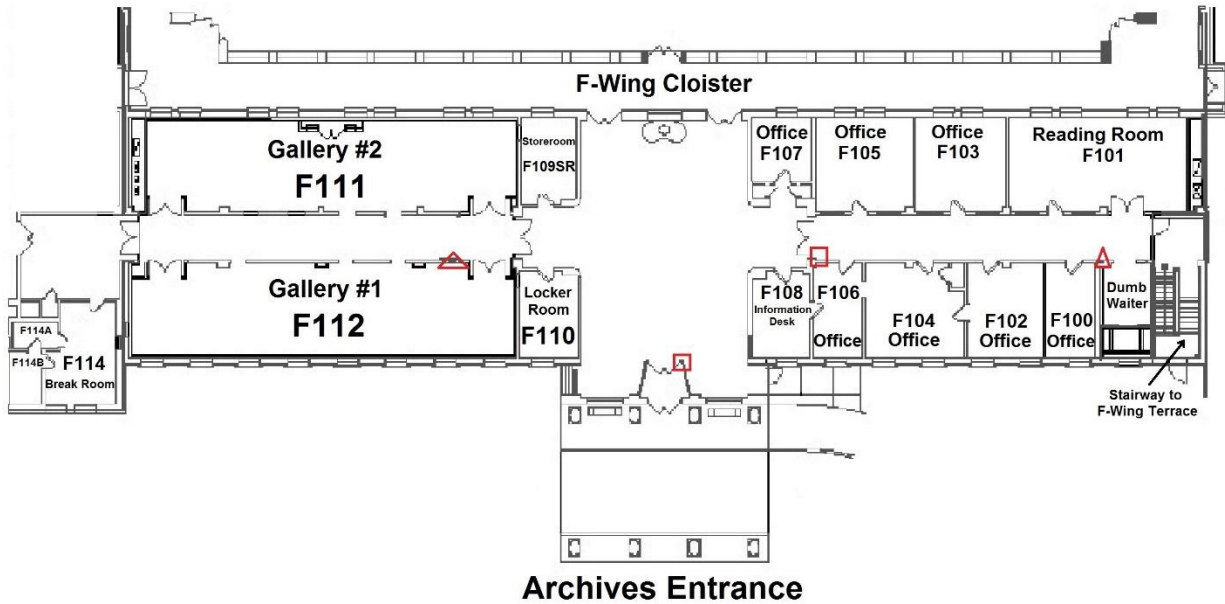
Description	ID No.	Format	Quantity	Location	Notes
Correspondence of St. Elizabeth Ann Seton	RG 1-3-3	Paper	30 Small flat boxes, 3 books	Restricted Section, Aisle 1	Labelled 1-33
Letter from St. Vincent de Paul to St. Louise de Marillac	RG 1-1-4:1	Paper	1 flat box with one letter	Restricted Section, Aisle 1	
St. Elizabeth Ann Seton translation of <i>The Life of Louise de Marillac Mademoiselle Le Gras</i>	RG 1-2-4 GOB	Book	1 Book	Rare Books	
Emmitsburg Council Minutes	RG 3-2 and 3-3	Book	28 Books and Binders	Restricted Section, Aisle 1	Books and Binders
St. Louis Council Minutes	RG 3-3	Books	24 Books	Restricted Section, Aisle 2	
Albany Council Minutes	RG 9-5-0-2	Books and Paper	1 Box, 6 Books	Restricted Section, Aisle 3	
Evansville Council Minutes	RG 3-3	Paper	5 Boxes	Restricted Section, Aisle 3	
Act of Incorporation (1812)	Act of Incorporation of the Sisters of Charity of St. Joseph's	Paper	1 Box	Collection: "Emmitsburg, MD – ST. Joseph's Provincial House" Box 51	Take the Whole Box
Mother Rose White Collection	RG 9-0-1	Paper	2 Boxes	Restricted Section, Aisle 3	

Mother Mary Augustine Decount Collection	RG 9-0-2	Paper	1 Box	Restricted Section, Aisle 3	
Mother Xavier Clark Collection	Box 9-0-3	Paper	1 Box	Restricted Section, Aisle 3	
Mother Etienne Hall Collection	RG 9-1-1	Paper	1 Box	Restricted Section Aisle 3	
Entry books – Emmitsburg	RG 13-0	Book	3 Books	Restricted Section, Aisle 1	
Entry Books – St. Louis	RG 13-0, Box 46	Book	1 Box	Restricted Section, Aisle 2	Take the whole box




Floor Plans

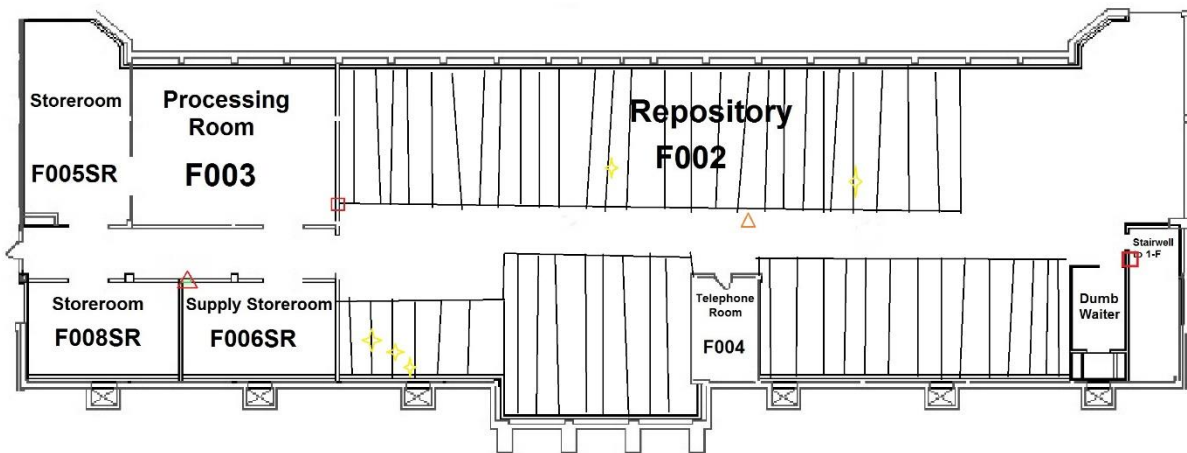
F-Wing 1st Floor - Archives

-  Fire extinguisher
-  Pull-Fire alarm



F-Wing Terrace - Archives

-  Fire Extinguisher
-  Pull-Fire Alarm
-  Location of Top-priority salvage record



Off-Site Triage Space

St. Joseph House is designed and equipped to allow sheltering on campus in the face of almost any emergency. However, in the unlikely event that the Provincial Archivist directs that Archived items need to be urgently removed from the campus, procedures and plans are in place to help meet that contingency. The Provincial Archivist will ensure that records are kept of the tracking and contact information for each item that is relocated.

Off-site triage: For temporary storage, nearby locations are available, including Emmitsburg Library, Gettysburg College, The National Emergency Training Center; Mother Seton School, The Seton Center, Mount St. Mary's University. These other facilities will provide help and assistance in an emergency.

Transportation: The campus transportation department may safely transport staff or items during an emergency relocation of items from Archives - five multi-passenger vans and additional passenger cars are available. Other possible sources of transportation are Eyre Bus & Travels in Westminster, Maryland; Mount St. Mary's University (10 vans); and Mother Seton School (one school bus).

Location	Contact	Phone Number	Address
FEMA Fire Academy	Valerie Benson	301-447-7576	16825 S. Seton Ave., Emmitsburg, MD 21727
Emmitsburg Library	Amy Whitney	301-600-6329	300 S. Seton Ave., Emmitsburg, MD
Gettysburg College, Musselman Library	Carolyn Sautter	717-337-7002	300 N. Washington St., Gettysburg, PA

DISASTER RE-ENTRY

Continuity of Operations, Delegation of Authority and Succession Plans

Following an emergency event, the Director of Facilities and the Executive Director of St. Joseph's Place have the authority to take the actions necessary for continuity of operations.

If necessary, the Director of Facilities and the Executive Director of St. Joseph's Place will, in conjunction with the Provincial Council of the Daughters of Charity and the management of Ascension Living, determine the feasibility of continuity of operations at the facility.

If this is found to be not feasible, the Provincial Council of the Daughters of Charity and the management of Ascension Living in conjunction with the Director of Facilities and the Executive Director of St. Joseph's Place will initiate a succession plan and take action to ensure the ongoing care, safety and the relocation of Sisters, residents and staff.

If continuity of operations at the facility is feasible, the Director of Facilities will determine what structural work needs to be done and what services and utilities are to be reestablished before the facility can be re-occupied. The Director of Facilities will ensure that all necessary tasks are complete, and all necessary inspections and permits are obtained. The Director of Facilities will decide when the facility can be re-occupied. The re-occupation may be in phases, if appropriate.

The Executive Director of St. Joseph's Place will work with the appropriate licensing agencies to gain approval for the return of staff and residents to the facility. The coordination of the return of staff and residents to the facility will be the responsibility of the Executive Director of St. Joseph's Place.

A debriefing will be conducted with the Emergency Response Team and with key managers from all ministries on campus to collect lessons learned from the incident. The lessons learned will be used to revise and update the plan. The Director of Facilities and the Executive Director of St. Joseph's Place will coordinate the debriefing. It should be held as soon as possible after the incident is over.

After any real incident where the emergency operations plan is activated, a look-back report and an improvement plan will be developed. The purpose of the look-back report is to document the overall performance of the organization during the event. It will contain a summary of the events, staff actions, strengths, issues, opportunities for improvement, and best practices.

The purpose of the improvement plan is to ensure issues and opportunities for improvement are adequately addressed to improve response capabilities to future events. The improvement plan will include a list of issues to be addressed, tasks that will be performed to address them, individuals responsible for completing the tasks, and a time line for completion.

The Safety Manager will be responsible for coordinating the development of the look-back report and improvement plan and will ensure identified corrective actions are completed within the targeted time frames.

The first step in disaster response should always involve addressing human safety. Everyone known or believed to have been inside must be accounted for and all injuries attended to. No one should enter a disaster site until civil authorities have granted clearance. Only after clearance is granted and the cause of the emergency is under control, may staff proceed to carefully enter the site to begin to assess damages.

1. Is the building structurally sound?
2. Have utilities been turned off?
3. Do you have a "BUDDY" to accompany you?
4. Are you equipped with appropriate protective equipment?
5. Are communications established through necessary equipment?
6. Has the Command Center been informed of your re-entry?
7. Are you prepared for quick initial documentation?

DAMAGE ASSESSMENT CHECKLIST

1. How big is the damaged area?
2. What kinds of records have been damaged?
3. How long have items been wet?
4. Any signs of mold?
5. What team members/additional personnel are needed?
6. What supplies are needed?

DISASTER PROCEDURES

The following activities ensure human safety and begin to assess damage and recovery procedures.

1. If forced to evacuate, ensure all staff and volunteers are safe. Picnic benches outside archives entrance should be the primary meeting place, unless told otherwise by authorities.
2. Check archives facilities for further threatening conditions.
3. Evaluate and document damage.
4. Contact necessary consultants.
5. Establish record-keeping method.
6. Gather supplies.
7. Contact necessary freezing and/or drying facilities.
8. Move affected materials out of disaster area.
9. Set up work area for items that need to be air-dried.
10. Pack and transport materials to another work site or storage area.
11. Carry out air drying procedures.
12. Monitor work of outside vendors.
13. Clean and restore affected storage areas.
14. Return treated items to archives.
15. Conduct follow-up inspections of affected materials.

RECOVERY AND SALVAGE – EXTENSIVE DAMAGE

Review Damage & Establish Priorities

- Rapid response is essential for an effective recovery effort. Paper-based collections begin to distort physically immediately after becoming wet. Books swell and distort; paper cockles; inks and pigments run; coated papers begin to adhere.
- The Archivist and appropriate department heads should evaluate damage and establish salvage priorities.
- Archival records, rare books, records vital to the operation of the Institute, and any other irreplaceable items should receive the first attention.
- Determine the kind and degree of damage that materials in each location have sustained. Depending on the extent of the disaster, this may be as broad as a room-by-room designation or as narrow as an item-by-item review.
- Determine whether the salvage operation can be handled by staff or whether a disaster recovery specialist is required. Consult experts as needed.
- After reviewing the extent of the damage, the Archivist should set up a disaster recovery team and assign personnel as needed.

Handling and Removal of Material

- The most common emergencies (fire, flood) involve water damage. If possible, loosely sort materials according to degree of wetness (soaked, damp, dry). Pack like materials together, e.g. damp records in one box, soaked in another etc. See also specific instructions below relating to water damage and fire damage.
- Materials must be removed from affected areas, either to a salvage/drying area within the building, or to another area on campus.
 - Files: Place folders in boxes or milk crates. Place the folders vertically in boxes (standing as they would in a file drawer.) Fill boxes only about 75% full to allow for swelling.
 - Bound Volumes: Load onto metal book trucks, or into boxes or plastic milk crates for transport. Place normal-size volumes in a spine down position. Pack large volumes flat in boxes. If time allows, loosely place sheets of freezer paper or waxed paper around every volume. Boxes should be packed only about 75% full to allow for swelling.
 - To ensure inventory control and for insurance purposes, it is necessary to know the condition and disposition of materials. As materials are removed, a staff member should be assigned to label each container with a brief designation of its contents; damage type (wet, dry, smoke etc), and salvage priority; and destination.
 - Assign a photographer to document the damage and salvage operations.

PACK OUT INSTRUCTIONS

Following are instructions for safely packing and removing damaged (wet, damp or saturated) materials from the disaster site to be salvaged. This may involve freezing, air drying or vacuum freeze drying.

- Identify a sorting area within close proximity to disaster site, with as much table space as possible. May also need work stations, and temporary storage. Begin with highest priority items, based on immediate danger, proximity (closest or most accessible), Most valued, appears as a “holdings priority”, most vulnerable, or most damaged. Keep detailed records to track dispersal of materials.
- Use plastic boxes (such as Rescubes™ or plastic crates) for soaking wet items and cardboard boxes with plastic liners for damp items. Boxes should be no larger than one cubic foot. Wet items are very heavy.
- Loosely wrap books to be frozen with waxed, freezer, or silicon release paper. Place books in box in a single layer, spine down.
- Documents in file folders are to be placed in boxes vertically. Make sure boxes are filled to capacity to prevent warping.
- Do not attempt to flatten crumpled stacks of wet paper or documents.
- Transport oversized items on baker’s trays, pallets, or sheets of plywood covered in plastic. Pack flat sheets in bread trays or flat boxes.
- Bundle rolled items loosely and place horizontally in boxes lined with silicone release paper.
- Remove drawers from flat files; ship and freeze stacked with 1" x 2" strips of wood between each drawer. Framed or matted items must be removed from frames and mats prior to air or freeze drying.

SALVAGE OF WATER DAMAGED MATERIALS

DOCUMENTS AND PAPER RECORDS

Priority

Air dry or freeze within 48 hours. Records with glossy or coated paper or water-soluble inks should be frozen immediately to arrest the migration of moisture that will feather and blur inks. Records that show signs of previous bacterial growth should also be frozen immediately if they cannot be air dried.

Handling Precautions

Paper is very weak when wet and can easily tear if unsupported while handling.

Freezing is the best option if there are large quantities, or if the water damage is extensive. Do not freeze framed items. Remove frame assemblage before freezing.

Air Drying —most suitable for small numbers of records which are damp or water damaged around the edges. Keep the air moving at all times using fans. Direct fans into the air and away from the drying records. Use dehumidifiers as needed to maintain 50 percent RH.

- Secure a clean, dry environment where the temperature and humidity are as low as possible. Cover tables, floors, or other flat surfaces with sheets of blotter or uninked newsprint.
- *Damp material* — Single sheets or small groups of records are to be laid out on paper-covered flat surfaces. If small clumps of records are fanned out to dry, they should be turned at regular intervals to encourage evaporation from both sides. As a last resort to maximize space utilization, clothesline may be strung for the records to be laid across.
- If an item has water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. Wet blotter or newsprint should be changed and removed from the drying area.
- *Wet material* — When separating saturated paper, use extra caution to support large sheets. If sheets are contained in flat files, standing water should be sponged out first. If items are in L-sleeves the polyester must be removed to allow drying. Cut the two sealed edges of the film in the border between the item and the seal. Roll back the top piece of polyester in a diagonal direction. If there are any apparent problems with the paper support or media, stop and seek the assistance of a Conservator. Support can be given to single sheets by placing a piece of polyester film on top of the document. Rub the film gently and then slowly lift the film while at the same time peeling off the top sheet in a diagonal direction. Lay the sheet flat; as it dries, it will separate from the surface of the film.

BOOKS AND VOLUMES

Priority

Freeze or dry within 48 hours. Coated paper must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must be frozen as soon as possible for subsequent vacuum freeze-drying.

Handling Precautions

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported, it may only be possible to move one at a time.

AIR DRYING- The best option for small quantities (less than 100 volumes) of books that are not thoroughly soaked

- Locate a large space for drying where tables can be set up with fans for air circulation. Keep air moving at all times, direct fans away from drying volumes. Use dehumidifiers to maintain humidity at or below 50%.
- Cover tables with absorbent paper such as blotter or unprinted newsprint.
- Close volumes tightly and gently remove mud or debris from outside of volumes before drying with clean water.
- Interleave every 20 pages with unprinted newsprint or paper towels.
- Damp items may be stood on end with the pages fanned open slightly.
- Small pamphlets may be hung on a clothesline or fishing line.
- Oversize volumes must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of blank newsprint or blotting paper that is changed as it becomes saturated.
- Monitor volumes periodically while drying. Replace interleaving when wet.
- When volumes are just damp to the touch, can dry flat under light weight to prevent warping.
- Dry paper should have a moisture content of less than 8%.

COMPACT DISCS, CD-ROMS AND DVDS

Priority

Immediately air dry discs. Dry paper enclosures within 48 hours.

Handling Precautions

Do not scratch surfaces.

Preparations for Drying

Remove discs from cases. Rinse discs with distilled water. Do not rub the discs because dirt could scratch. If necessary, blot, do not rub, with a soft lint-free cloth.

Drying Methods

Paper enclosures may be freeze dried. Do not freeze dry the discs. Air dry discs vertically in a rack.

RESPONDING TO A MOLD OUTBREAK

After a water disaster, or when humidity is high (above 50-60%) for 48 hours or more, mold is likely to form on the surface of records materials causing deterioration and staining. Mold can also cause health problems, so protective clothing should be worn and any persons exposed to mold should be outfitted with a respirator.

- **Isolate affected materials**
 - Small outbreak (less than 500 items) place materials in garbage bags and move to a dry area.
 - Large outbreak (more than 500 items) quarantine area immediately to prevent mold from spreading (close doors, hang plastic sheeting) and contact professional help.

- **Identify species** with the help of a mycologist or industrial hygienist

- **Locate source of humidity**
 - Remove any standing water and damp furnishing and carpet
 - Look for leaks, burst pipes, broken windows, damp basement areas, blocked gutters, plants.
 - Check HVAC system, especially the coils, drip pan, duct work.

- **Inactivate mold**
 - Reduce relative humidity to below 50%; increase air circulation with fans
 - Dry damp materials before cleaning
 - Large outbreaks may require professional dehumidification services

- **Clean the affected items**
 - Remove residual mold from documents or books with a HEPA vacuum. Brush the mold into the hose attachment of the vacuum, or vacuum through a screen to protect records.

- **Clean and disinfect storage area**

- **Follow-up** with monitoring

SALVAGE GLOSSARY

AIR DRYING

Damp or wet materials are spread out on tables or surfaces lined with absorbent material such as blotter paper or unprinted newsprint. Items are dried in ambient environmental conditions (70-75°F; 50-55% RH) or lower with increased air circulation. This is the most gentle technique; minimizes distortion, and is useful for small quantities of damp materials.

DESICANT DRYING/ ONSITE DEHUMIDIFICATION

A useful technique for drying damp library and archival collections without the need to move them. Available from several companies in the U.S. Super-dry air is pumped into the building and moist air drawn out.

FREEZING

If items cannot be dried within 48 hours, freeze them until further action can be taken. Blast freezing is best because smaller ice crystals are formed, but any commercial freezer will do. Materials should be packed loosely in cardboard or plastic boxes. Freezing stops inks from running and offsetting, and swelling, prevents mold growth, buys time" to make decisions, and is preferred for large quantities of wet paper based materials.

INTERLEAVING

Interleaving will keep items from sticking together and prevent dye transfer. Blotter paper, uninked newsprint, or paper towels may be used, except in cases waxed paper or freezer paper is called for.

RINSING

Mud or dirt: rinse items under a gentle stream of clean running water or gently agitate them in containers filled with water, before drying. Never scrub items in a way that might drive dirt in deeper. Use a sponge/soft cloth to blot off mud and debris. Hold books and file folders closed while rinsing.

VACUUM DRYING

Also called "thermal drying." Available from many companies in the U.S. Items are dried in a vacuum chamber, often at temperatures above 100°F. Slower than vacuum freeze drying, but generally less expensive. Because high temperatures accelerate aging, THIS METHOD SHOULD NOT BE USED FOR LIBRARY AND ARCHIVAL MATERIALS.

VACUUM FREEZE DRYING

Frozen items are placed in a vacuum chamber and dried at below-freezing temperatures to minimize swelling and distortion. Generally provides the most satisfactory results and is recommended for library and archival materials. This service is available throughout the U.S.